

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Brownfields Committee Meeting**  
**MINUTES**  
**August 19, 2024**

**Present:**

|   |  |
|---|--|
| x | Janet Shatney, Chair; Barre City Commissioner                        |
|   | Peter Carbee, Vice Chair, Washington Commissioner (Alternate Seat)   |
| x | Alice Farrell, Barre Town Commissioner                               |
| x | Ron Krauth, Middlesex Commissioner                                   |
|   | Jenny Faillace, Warren Alternate Commissioner                        |
| x | Melissa Bounty, CVEDC (Central Vermont Economic Development Council) |
| x | Joan Marie Misek, Vermont Department of Health                       |
| x | Liz Scharf, Capstone Community Action Council                        |
|   | Nicola Anderson, Downstreet Housing                                  |
|   | Vacant, (environment, finance, or real estate organization)          |
|   | Vacant, (environment, finance, or real estate organization)          |
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**Staff:** Eli Toohey

**Call to Order:** Chair Shatney called the meeting to order at 6:03 pm. Quorum was present. E. Toohey asked if a committee member would take notes, and J. Shatney said she could.

**Adjustments to the Agenda:** An adjustment was made later on in the meeting to allow for an action item for a Funding Request – see later in the minutes.

**Meeting Minutes – 05/20/24:** A. Farrell moved to approve the meeting minutes from May 20, 2024, and seconded by L. Scharf, *motion carried*.

**Public Comment:** None.

**Program Updates:** E. Toohey gave an update on the two (2) enrolled projects. The first being the Clark’s Sawmill Dam project in Cabot, VT from flooding damage, that the Phase I ESA (Environmental Site Assessment) has been completed and the testing has been done, and the final report is expected to be available around the 31<sup>st</sup> of August.

The second update was the Granger Road Site that the Committee approved the use of funding not to exceed \$50,000 for a Phase II ESA; the contract came in for less than expected.

Also, a future project has been added to the ongoing list of potential sites needing brownfields funding is for 2 parking lots in Barre City for a housing development project. A Phase I ESA was completed and the developers are looking for funding for a Phase II ESA. J. Shatney disclosed that as the Barre City Planning Director, the involvement with the developers as an owner representative and Zoning Administrator reviewing this project puts her close to it, and shared with the Committee for any potential reasons for conflict of interest; no one objected.

35  
36 **Grant Funding Opportunities:** E. Toohey reviewed the memo in the packet regarding the  
37 funding from ACCD as well as MARC (Mount Ascutney Regional Commission) for funds, and  
38 that an opportunity for an additional \$99,000 with a sub-grant agreement once 75% of the previous  
39 grant funds are spent. Other funding sources are available, as outlined in the memo.

40  
41 E. Toohey also shared that contact was made with NVDA (Northeast Vermont Development  
42 Association) about obtaining a grant writer to assist in obtaining further brownfields grants.  
43 NVDA was kind enough to share their RFP (Request for Proposals) as the funding is very  
44 competitive.

45  
46 M. Bounty shared that she was very familiar with the NVDA process, and was in total support of  
47 issuing a RFP for a grant writer position.

48  
49 J. Misek asked about the funding and would CVRPC apply, and which ones would be scrutinized.  
50 E. Toohey stated that the Assessment Coalition Grants would be beneficial for the Montpelier former  
51 Golf Course housing project, almost any project in Barre; for the climate resilience type grants,  
52 the Cabot project would be perfect to use such brownfields monies to remove dams in the area. J.  
53 Misek was pleased there are opportunities for more brownfields money to get other things done,  
54 that the funds seem to be underutilized and happy to find grant opportunities to keep things  
55 moving.

56  
57 R. Krauth asked about flooding and how it could turn a site in a brownfields project, is this scenario  
58 being considered? With flooded properties that have talks left in the ground, potential ruptures,  
59 future flooding, etc. what would be the future problems that come up. E. Toohey said that the  
60 Coalition grant funding would be an excellent funding stream for this type of project.

61  
62 M. Bounty asked about the role in the list, are we married to the current list, or does it expand and  
63 contract as projects within towns become viable, as the goal would be to be able to continue to  
64 serve projects in the smaller towns in the region, and not just the bigger ones such as Montpelier  
65 or Barre projects. E. Toohey said that the list that she created was pulled from many different  
66 sources and is now a living document that can be added to or removed from, as needed.

67  
68 A. Farrell asked about the 314 Hill Road in Barre Town, and what did an Institutional Control Plan  
69 mean? E. Toohey stated that the building has sat vacant for a while, but is still being monitored,  
70 so this plan is more about any ongoing assessment and status, and something so final such as a  
71 CAP (Corrective Action Plan). A. Farrell said that as a member of Town's Planning Commission,  
72 there have been small amounts of information around, and if used for future development such as  
73 housing, that a clear ESA would be able to be obtained.

74  
75 **Adjustment to the Agenda: Future Funding Project:** E. Toohey pointed out that there was a  
76 funding request action item within the packet that did not make on the agenda. L. Scharf made a  
77 motion to adjust the agenda to add this funding request, seconded by R. Krauth, *motion approved*.

78  
79 **Funding Request for a Phase II ESA at 203 Country Club Road, Montpelier:** E. Toohey  
80 relayed information that the City of Montpelier is asking for funds not to exceed \$50,000 for a

81 Phase II ESA. This is the site of the former Elks Club Golf Course – golf courses being known  
82 for the applications of herbicides and pesticides for the greening of fairways and greens.

83  
84 J. Misek disclosed that in her professional role, she has been invited to meet with the City of  
85 Montpelier to assess uses for the land, and stated that it would be a potential for high levels of  
86 human contact, and discussions around a Community Center on that property or being discussed.

87  
88 Motion was made by J. Misek and seconded by A. Farrell to approve the request to use State  
89 Brownfields Revitalization Grant Assessment funding not to exceed \$50,000 to be used for a Phase  
90 II ESA at 203 Country Club Road in Montpelier, VT.

91  
92 A. Farrell asked if the Committee would get to review the findings; E. Toohey stated that they  
93 would be included in any packet to be read, and can always forward if asked for.

94  
95 M. Bounty asked how much money in supplement might be asked for, and E. Toohey stated that  
96 obtaining the \$99,000 sub-grant agreement would more than cover this, and have money left for  
97 another project.

98  
99 The Committee voted on the motion as presented, *motion carried with M. Bounty abstaining.*

100  
101 **New Project Ideas:** E. Toohey reiterated that the Phase 1 ESA was complete for the Barre City  
102 Seminary St Project, and that a Phase II is needed, but no funding request has come through.

103  
104 L. Scharf asked if the land needs to be insurable, as its currently parking lots in the floodplain. E.  
105 Toohey said she would look at the grant agreements for the need for insurability and report back  
106 to the Committee.

107  
108 **Adjourn:** With no other items for the Committee, a motion was made by M. Bounty and seconded  
109 by R. Krauth to adjourn at 6:46 pm, *motion carried.*